

**Missouri Department of Insurance Instructions for the Group Self-Insurance Workers'
Compensation Tax and Assessment Worksheet (2012)**

PLEASE NOTE: THE LINK TO THE CALENDAR YEAR 2012 TABLE 1 PAYROLL AND PREMIUM TAX REPORT IS: <http://insurance.mo.gov/industry/forms/index.php>
THE FORM IS AT THE BOTTOM OF THE PAGE. PLEASE DOWNLOAD AND SAVE THE TABLE 1. YOU CAN THEN PRINT 1 PAGE OF THE TABLE 1 IN LANDSCAPE FORMAT. AFTER COMPLETING THE TABLE 1, AND THE ACCOMPANYING SPREADSHET, PLEASE MAIL TO:

**Missouri Department of Insurance
P.O. Box 690 (301 W High St Room 530)
Jefferson City, MO 65102 (65101)**

THE TABLE 1 IS DUE TO THE MISSOURI DEPARTMENT OF INSURANCE BY MARCH 1, 2013.

If you have any questions regarding this form, please contact SI_PTax@insurance.mo.gov

The following is an explanation of how a Missouri-authorized self-insurance *group* should calculate its workers' compensation premium tax for entry on the *Table 1 Payroll and Premium Tax Report (2012)*.

This worksheet requires information regarding each group member-employer's payroll for the period January 1, 2012, to December 31, 2012. For those group member-employers who have started operations in Missouri during the 2012 calendar year, the group should report payroll from that member's date of authorization to self-insure by the Division of Workers' Compensation to the end of the year, December 31, 2012. **PLEASE NOTE: THE INFORMATION SUBMITTED ON THIS REPORT SHOULD BE FOR THE CALENDAR YEAR 2012 (1/1/12 THROUGH 12/31/12). THIS IS PER MISSOURI RSMo 287.710.1.**

This worksheet requires information only on the payroll paid to employees subject to the Missouri Workers' Compensation Law (Chapter 287 RSMo). "Payroll" is considered to be "remuneration" as defined by the *Basic Manual* of the National Council on Compensation Insurance (NCCI).

The sample worksheet form illustrating the calculation of a group's workers' compensation tax is located at <http://insurance.mo.gov/industry/forms/index.php>.

Use the following instructions to complete your group self-insurance worksheet. The numbers for the steps listed below correspond to the column or line numbers appearing on the sample worksheet.

1. Member-Employer Name: The entries in the column for step number 1 should contain the name, as approved by the Division of Workers' Compensation, of *each* self-insured member-employer in your group. Be sure to list the name of the member-employer in accordance with Division of Workers' Compensation and MDI records. If a member has \$0 payroll for 2012, please list the member and indicate \$0 payroll. The MDI's alphabetical listing of all your group's members is included in this packet for your reference.

2. Total Payroll: List the 2012 payroll for each member-employer in the group. As indicated above, the amount of payroll is based on "remuneration" as defined by the NCCI; this includes certain types of reimbursement in addition to normal wages or salaries.

3. Manual Premium: List the total manual premium for the 2012 calendar year for each member-employer, based on the rates filed by the group with the Division of Workers' Compensation.

4. Exp Mod: Each member-employer's individual experience modification factor, as calculated by the NCCI, should be entered on the appropriate line in the column for step No.4. The 2012 experience modification factors should be used for the 2012 calendar year tax report.

5. Standard Premium (3x4): The manual premium for each member-employer listed in column 3 should be multiplied by the member-employer's experience modification factor in column 4 to calculate the member's standard premium.

6. Discount or Surcharge: This reflects the discount or surcharge submitted by the group and currently on file with the Division of Workers' Compensation; it cannot exceed 15%. If the group has not submitted a discount or surcharge to the Division of Workers' Compensation for approval, no discount or surcharge may be entered on the worksheet.

7. Modified Premium (5X6): The standard premium amounts for individual group member-employers in column 5 should be multiplied by the discounts or surcharges listed in column 6 to develop the member's modified premium.

8. Premium Discount: This amount should reflect the premium discount submitted by the group and currently on file with the Division of Workers' Compensation. If the group has not submitted a discount schedule to the Division of Workers' Compensation for approval, no discount should be entered on the worksheet.

9. Final Premium (7X8): The final premium for each member-employer is calculated by multiplying the modified premium calculated for each member in column 7 by the premium discount listed for each member in column 8.

10. Totals: Add the amounts in column 2 to calculate the total payroll; add the amounts in column 3 to calculate the total manual premium.; add the amounts in column 5 to calculate the total standard premium; add the amounts in column 7 to calculate the total modified premium and, add the amounts in column 9 to calculate the total final premium.

11. Audit Premium: Any additional or return premium from the most recent prior policy period should be added to or subtracted from the total final premium (column 9). [Note: For this and the following steps, indicate an entry is a negative amount by placing it in parentheses.]

12. Retro Premiums: All retrospective premiums not previously reported for the prior policy period should be added to the final premium (column 9).

13. Surplus Distributions: All surplus distributions (e.g., dividends) paid in calendar year 2011 should be subtracted from the final premium (column 9).

14. Other (): This space is reserved for any other credits or surcharges that apply to the group self-insurance trust, such as the Missouri Contractor's Credit Program. Any additional or return premiums should be added to or subtracted from the final premium in column 9.

15. 2011 Calendar Year Totals: Add the positive and subtract the negative entries on the lines for steps 11, 12, 13, and 14 for column 9 to calculate the total final premium.

16. WC Administrative Tax: To compute the annual workers' compensation administrative tax multiply the 2011 calendar year total *final* premium in column 9 for step No. 15 by the 2011 annual rate of .01, and enter the result on this line. The result is the amount of workers' compensation premium tax that is owed by your group for the calendar year 2012.

***Transfer the 2012 WC Premium Tax Due amount to the *Table 1-Payroll and Premium Tax Report*.